



November 13, 2009

MEMORANDUM

To: All Payroll Locations

From: State Health Benefit Plan (SHBP)

Subject: Social Security Numbers Required

SHBP is **required** to collect Social Security Numbers (SSNs) for all covered persons under the plan as a result of new federal Medicare Secondary Payer (MSP) rules. These rules require that the SSNs of all dependents, not just the Medicare eligible dependents, are provided to the Centers for Medicare & Medicaid (CMS). SHBP is required to provide all SSNs for all dependents covered under the plan by January 1, 2011.

For Missing SSNs

For SSNs that are currently missing from SHBP's records, SHBP will be asking all payroll locations to assist in collecting these numbers. SHBP will share additional information over the next 90 days as we finalize policies and procedures.

For New Dependents

SHBP will include the request for the SSNs as part of the dependent verification process when we document that eligibility requirements are met. Our dependent audit letter will reflect this change going forward (including those dependents added during the current Open Enrollment). In addition to the previously required verification documents, the dependent audit letter will also require that the dependent's SSN be included on all verification documents. SHBP will allow a two year grace period to receive the SSN for newborns but the other dependent verifications procedures are still in effect.

Of course, we appreciate your efforts to collect the SSNs upfront as new hires come on board and enroll in SHBP but please do not hold up enrollment paperwork because of missing SSNs for dependents.

If you have any questions, please contact Bill Tierney at 404-651-6140 or btierney@dch.ga.gov.

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